

Lynchburg Parking Authority

City Manager's Office
900 Church Street
Lynchburg, VA 24504

Tuesday, February 14, 2006
5:00 p.m.

Members Present

Dennis Howard, Chairman
Michael Gillette, Vice Chairman
Bert Dodson
Tom Gerdy
Linda Jones
Kelvin Moore
Terri Proffitt

Members Absent

Staff Present

Kimball Payne
Lee Newland
Nicole Gilkeson
Brian Thrower

1. Call to Order

Mr. Howard called the meeting to order. Mr. Payne introduced Nicole Gilkeson, Community Development Planner with the City's Community Planning and Development Department. Mr. Payne stated Ms. Gilkeson will be taking over Mr. Thrower's Parking Authority responsibilities in the near future.

2. Approval of Minutes

The Authority approved the minutes as distributed with no amendments.

3. Discussion on Parking Authority Mission, Goals, and Objectives

The Authority discussed the draft mission, goals, and objectives document prepared by staff based on January 10 meeting feedback. Revisions were made to the wording of the mission statement. The Authority also suggested that goals and objectives be prioritized in order of importance and relevance. In particular, emphasis was placed on the goal of increasing communications with stakeholders. The Authority agreed this goal should be listed first.

4. Feedback on December 13th Meeting

The overall discussion focused on the immediate key steps to be taken by the Authority, in terms of obtaining accurate data on current and future parking needs, as well as the need to change individuals' perceptions and ways of thinking about downtown parking. Specifically, it was suggested that the Parking Authority hire a consultant to: 1) gather

accurate data from downtown stakeholders regarding current and future employment numbers and parking needs, 2) develop recommendations for improving existing parking and potentially creating new spaces, specifically in central downtown area, and 3) develop recommendations regarding trigger points for assessing when to build new parking structures. The Authority asked staff to draft a consultant's scope of work to be presented and discussed at the next meeting.

5. Revisions to Parking Authority Resolution

Staff presented a resolution amending the Parking Authority's Articles of Incorporation. The Authority accepted the proposed revisions. Mr. Payne will take the resolution to City Council for adoption in the near future.

6. Next Steps

Staff was asked to: 1) revise the Parking Authority's mission, goals, and objectives based on input earlier in the meeting, as well as prioritize those indicated goals and objectives, 2) develop a consultant's scope of work and 3) take the Parking Authority resolution to City Council for adoption.

7. Adjourn

The meeting was adjourned with no further business. The next meeting will be held on Tuesday, March 14 at 5:00 p.m. in the City Manager's Office.